



# Confirmed Minutes

## Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	05/2023
DATE / TIME	23 October 2023 / 10.00 am - 11.00 am
VENUE	ZOOM
PRESENT	Kieran Kirk, CoS Dean, (Chair) Grady Venville, DVCA, (Deputy-Chair) Riley Guyatt, (Student representative) Simon Haberle, Director CHL, CAP (Academic staff representative) Mathew Maclay, Associate Director, Operations, F&S (Director F&S representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Sara Rowley, General Manager
APOLOGIES	Bronwyn Parry, CASS Dean (HASS Dean representative) Peter Yu, Vice-President (First Nations)
OBSERVER	Brad Condon, ANU Satellite Sites Manager, F&S
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

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*The meeting commenced at 10.03 am*

### 1. Welcome, Apologies and Announcements

Apologies were noted from Peter Yu and Bronwyn Parry. Sara Rowley (General Manager, FNP) attended as Peter's alternate.

### 2. Guests

Nil.

### 3. Previous Minutes

The unconfirmed [minutes](#) of the 28 September 2023 meeting were confirmed without change.

#### 4. Action Items

Action ID	Description	Responsibility	Status
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	In Progress
<p><b>Notes</b> The VC has advised he would like the formal ceremony to be on the occasion of the signing of the MoU.</p> <p>Mtg#4/2023 update - Grady and Dave Johnston met with the Butlers on 25 September 2023. We are now at stage of finalising the MoU and the next task will be to organise a signing ceremony at the campus for some time in 2024.</p> <p>Mtg#5/2023 update - Grady has one more meeting at the KCC to finalise the wording of the MoU.</p>			
3/2022	Look into NSW Community Grants to fund the establishment of a 'keeping place'	Grady Venville	Ongoing
<p><b>Notes</b> Potential opportunity to leverage the Kioloa financial gift. Grady to look at the deadlines as a next step.</p> <p>Mtg #2/2023 update: Representatives of the South Coast Elders have been to the Australian Museum in Sydney which is holding some boxes of artefacts from the area. The Elders are looking at finding a temporary holding place for these artefacts. Grady reported that the NSW Government has a rolling community grant with funds around \$20 - \$60K which could be used to fund the provision of a temporary space. One caveat is that we need to apply for the grant in collaboration with an Aboriginal organisation and the South Coast Elders registration is not current. Grady undertook to speak with Dave Johnston about this matter.</p> <p>Mtg #4/2023 update: Grady is organising a viewing of the artefacts held by the Australian Museum for the South Coast elders.</p> <p>Mtg#5/2023 update: Grady has not yet had the opportunity to speak to Dave about the South Coast Elders registration issue.</p>			
1/2023 5b.	1. Bring proposals for the modular building to a subsequent Committee meeting for consideration and decision. 2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.	Mathew Maclay	Ongoing
<p><b>Notes</b> Mtg #4/2023 update: 1. Tenders have closed and four responses were received. The tender review team will review the responses next week (week commencing 2 Oct. 2023).</p>			

Action ID	Description	Responsibility	Status
	<p>2. Matthew has sent the documentation to Simon Haberle and Craig Strong for input.</p> <p>Mtg #5/2023 update:</p> <p>1. The tender review team required clarification from some of the companies so the assessment of the bids will be finalised by the end of the week (i.e. 27 October). Brad will circulate the bids with assessment comments to the Committee members within the next couple of weeks.</p> <p>2. Craig sent Mathew ideas for the outdoor teaching based on a James Cook University outdoor lab. The Committee liked the idea of having benches with electricity and sinks down one side. The Committee agreed that the space should have inbuilt flexibility whilst noting that there will not be the human resources on the ground to change the layout often.</p> <p>Next steps - the skeleton roof space installation will go ahead. More discussion about what goes into the space to continue.</p>		
1/2023 6.0	<p>Formulate plans to develop for the campus:</p> <p>A. Capital plan B. Strategic plan C. Prioritised schedule of activities D. Operational plan</p>	<p>A. Mathew Maclay B. Kiaran Kirk C. Kiaran Kirk D. Mathew Maclay</p>	Ongoing
	<p><b>Notes</b></p> <p>The Committee agreed to consider whether the existing Master Plan might be utilised for one or more of these plans if appropriately updated.</p> <p>Mtg #4/2023 update: Membership of the Master Plan Working Group was confirmed and the process for examining the Master Plan was agreed to. The working group will have two main tasks: a) identifying how the existing Master Plan should be updated to reflect the University's current priorities; and b) identifying items from the existing Master Plan that can be shaped into the various plans the KMC Charter calls for (Strategic Plan, Operational Plan, Capital Plan and Prioritised Schedule of activities).</p> <p>Mtg #5/2023 update: The working group will meet on 16 November to discuss suggestions and comments about the Master Plan.</p>		
3/2023 6a1-2	<p>Consult with Dave Johnston as to the appropriateness of the suggested name Coomee Nulunga Cottage</p>	Grady Venville	Ongoing
	<p><b>Notes</b></p> <p>Mtg#5/2023 update: Grady has not yet had the opportunity to speak to Dave about the proposed name.</p>		
4/2023 4	<p>Contact Sharon Mason and confirm if she continues to be happy for the name</p>	Brad Condon	Ongoing

Action ID	Description	Responsibility	Status
[3/2023 6a1-1]	'Coomee Nulunga' be used for the cottage renaming.		
	<b>Notes</b> Brad has endeavoured to contact Sharon Mason but has not, as yet, heard back (as at mtg #5/2023).		

## 5. Standing items

### a. Below Zero engagement and progress report (*Mathew Maclay*)

Nil to report.

### b. Monthly bookings, maintenance and capital works update (*Mathew Maclay*)

The Committee noted the increase in accommodation from September onwards.

Mathew confirmed that there has not been much use of the rooms with ensuites as of yet, and the Committee agreed that the existence of those rooms should be promoted.

**ACTION:** Mathew to have information about these rooms added to the Kioloa Coastal Campus webpage.

## 6. 2023 Committee activities / responsibilities (*Kiaran Kirk*)

Nil to report.

## 7. Other Business

### 7.1. Request for enhanced management of the Kioloa Coastal Campus lands (attached)

Mathew commented on the three main concerns that were raised in the letter, noting that there are a number of ways to manage land and that this needs to be addressed in the Master Plan.

- Fire access roads: F&S agree that all the fire trails on site need to be maintained, but not for 2WD access. Repair of one badly eroded area has been quoted at \$100,000. The Committee will need to determine whether avoiding ecological damage should be part of the Master Plan.
- Predator control: F&S have asked the people who do predator control at Acton campus to do a survey of KCC.
- Kangaroo fencing: The original kangaroo fence was put in place to keep kangaroos from eating the feed grown for the large number of cattle kept onsite until 2019. Since the 2020 campus closure and change in on-site management, the KCC is being treated as a field site and not as a farm, therefore rendering the need for kangaroo fencing unnecessary.

## 7.2. Neighbourhood Safer Place Owner Consent

The Committee endorsed the listing of the KCC as a Bushfire Neighbourhood Safer Place on Private Land, noting that if we were to change forestation management on the campus that this status would require reassessment from the Rural Fire Service.

7.3. The Committee agreed that Dave Johnston might be asked to Committee meetings as a guest once the consultation he is doing for the Committee is completed.

7.4. Mathew foreshadowed a paper to come to the Committee in regard to the potential to take possession of a modular building that is currently in Canberra for use at Kioloa.

*The meeting finished at 10.48 am*

### New action items list

Action ID	Description	Responsibility	Status
5/2023 5b.	Have information about the rooms with ensuites added to the Kioloa Coastal Campus webpage to promote greater use.	Mathew Maclay	NEW